



POLICY:

The grade of "I" (incomplete) may be assigned only when a student fails to complete the work of a course because of illness or some other emergency. If the work recorded as "I" is not completed within 30 days after the student enters his/her next semester the grade automatically becomes "F". The instructor must report the final grade to the registrar within 45 days after the beginning of that semester. In no case is a graduate degree awarded to a student who has an "I" on record.

INSTRUCTIONS:

Instructor:

Complete this form and obtain the student's signature. Make a copy for your records; send the original to the respective Graduate School Office. The Graduate School will review the form, contact you if there are any questions, and send a copy to the student's advisor. For all courses a grade must be submitted to the Registrar within 45 days of the beginning of the next semester. Incompletes awarded in the Spring must be converted within 45 days of the beginning of the Fall semester.

Student:

You must finish all work necessary to complete this course no later than 30 days after the beginning of the next semester not counting the summer session. Failure to complete the work by the deadline will result in the "I" becoming an "F".

STUDENT ID NUMBER

STUDENT NAME

Last

First

YEAR

SEMESTER

DEPT

COURSE

Reason for Incomplete Grade: _____

Course Work Remaining To Be Completed and Specific Deadline Date for Completion:

Instructor Signature

Date

Student Signature

Date